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PSC-D-1  
15 October 1953

PROCUREMENT SUBCOMMITTEE OF THE ADVISORY COMMITTEE

on

FOREIGN LANGUAGE PUBLICATIONS

STATUS REPORT ON FOREIGN BRANCH, CIA LIBRARY

I. Bases for the Organization

A. The Foreign Branch, CIA Library was established on 8 May 1953 to implement the directive of the DD/I, 10 April 1953, Subject: Instruction for the Implementation of NSCID-16, extracts of which follow:

"OCD will assume the responsibility of developing and maintaining indexes, accession lists, and reference services for foreign language publications; and it shall be responsible for the coordination of procurement of foreign language publications (except captured documents) for intelligence purposes." (CD 14 series + related.)

"OCD will establish in "Y" Building a branch of the CIA Library which will function as the focal point of procurement, receipt and retention of foreign language publications in the Agency. The new Branch Library, though administered by OCD in order that its working procedures and output may be entirely compatible with those of the CIA Library and its other Branches, will have the main objective of being responsive to the particular needs of FDD for foreign language publications as those needs are developed under NSCID-16."

B. The FDD-CIA Library Agreement, signed by the DD/I on 7 May 1953, outlines policies and procedures under which the Foreign Branch will operate.

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## II. Collections

A. The Foreign Branch, CIA Library, inherited the files of books, periodicals, and newspapers previously held by FDD and is in process of bringing them under control as a part of the total library collections. As time permits, they are being cataloged in the regular library system and will eventually be represented by author, title, and subject cards in the Library card catalog. The Foreign Branch collections total some 35,000 volumes and will be augmented as new items are received. New receipts are being cataloged in the regular library system on a current basis.

## III. Relationships with Main Library

A. In fulfillment of the DD/I instructions that the working procedures and output of the new Branch be entirely compatible with those of the CIA Library and its other Branches, the following arrangements have been made:

1. To assist the Catalog Section, Book Branch, in cataloging the foreign language books, Foreign Branch personnel are preparing bibliographic descriptions from the title-page, including transliteration and translation when necessary, and will provide a descriptive annotation from which subject and area coding can be accomplished.
2. Close working relationships, including plans for rotation of personnel, have been established between reference librarians of Foreign Branch and Reference Branch in order that the specialized knowledge of foreign publications in Foreign Branch may be utilized to the best advantage in answering reference questions. This is extremely important as long as the great bulk of foreign publications are not recorded in the Library card catalog.
3. The personnel, responsibilities, and necessary records of the part of Book Branch concerned with procurement through Foreign Service channels have been transferred to the Foreign Branch, thus centralizing such procurement in compliance with the DD/I instruction.
4. The Foreign Branch has adopted all standard forms used by the Circulation Branch for the records of publications requested and loaned.
5. The Chief, Foreign Branch, attends the weekly

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meetings of all Branch Chiefs in the CIA Library and, through these meetings, mutual understanding of policies, procedures, and problems is developed.

#### IV. Relationships with Other Parts of CIA

A. The DD/I instruction states among other items, that the Foreign Branch "will have the main objective of being responsive to the particular needs of FDD ..." To implement this part of the directive, close working relationships with the Screening Section of FDD have been developed. Arrangements have been made to process promptly all FDD requests for procurement, and to provide FDD with copies of all newly received foreign language publications for examination, evaluation, and expression of interest.

B. In addition to services to FDD, Foreign Branch personnel are developing contacts with research personnel in other Offices to learn of research in progress, the need for foreign publications in such research, and the requirements for procurement.

C. In order to notify all concerned of the receipt of publications as a result of PPO selection activity, the Foreign Branch has started a semi-monthly bulletin containing bibliographic information and a short descriptive annotation concerning each publication. This bulletin will include notices of sample copies of new periodicals received and will request expressions of interest in subscriptions in order that a prompt reply may be made to the field.

#### V. Publications

A. Two publications are planned at present, one the bulletin announcing new receipts mentioned in the preceding paragraph, and the other a list of all the periodical publications currently available in Foreign Branch. This latter publication will include a statement of holdings and gaps in the files of each periodical; therefore it can serve both as a research aid and as a guide for collection. It is expected to be ready for publication about 1 November 1953, and will be revised annually.

#### VI. Future Plans

A. Discussions have been underway for some months concerning eventual consolidation in CIA of the Headquarters collection

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requirements preparation and receipt of publications through the Foreign Service. By 1 November it is anticipated that this consolidation will take place and all such activities will be physically located in the Foreign Branch, CIA Library, in "Y" Bldg.

B. When these arrangements have been fully implemented and the State-CIA consolidation of these activities has been effected, a significant start will have been made in discharging the DCI's responsibilities under NSCIB-16 concerned with the procurement and distribution of foreign publications. It will then be possible to begin discussions with representatives of the other IAC agencies looking toward coordination of their requirements with those of State, CIA, and the non-IAC agencies such as Library of Congress. The ultimate objective is to obtain complete coordination of requirements, reasonable centralization of receipts and distribution, and use of the most effective field collection channel for the benefit of the entire community.

- 4 -  
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